

INVITATION TO BID

STATE OF LOUISIANA

DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

BIDS WILL BE PUBLICLY OPENED:

APR 25, 2006 10:00 AM

PURCHASING AGENCY NO. : 107001

=====> VENDOR NO. :
 SOLICITATION : 2206720
 FILE NO. : N42081Z
 OPENING DATE : 04/25/06

VENDOR NAME AND ADDRESS

SEE NO. 8 BELOW. RETURN BID TO

2206720 04/25/06 10:00 AM
 N42081Z

OFFICE OF STATE PURCHASING
 OFFICE OF STATE PURCHASING
 POST OFFICE BOX 94095
 BATON ROUGE, LA 70804-9095

BUYER : ANN CAMPBELL
 BUYER PHONE : (225) 342-8043
 DATE ISSUED : 04/03/06
 REQ. AGENCY : 440001

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DEPARTMENT OF REVENUE
 AGENCY REQ. NO. : 324007001
 ISIS REQ. NO. : 1286289
 VENDOR PHONE :
 FISCAL YEAR : 07
 CLASS/SUBCLASS : 96616
 SCHEDULED BEGIN DATE : 00/00/00
 SCHEDULED END DATE : 00/00/00
 T-NUMBER :

**FILL IN VENDOR NUMBER (FEIN), NAME AND
 ADDRESS ABOVE, BEFORE SUBMITTING BID.**

R-1029, LOUISIANA STATE
 SALES TAX RETURN

TO BE COMPLETED BY VENDOR

1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE.
2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER.
3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.
4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED.
5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____
6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID.
7. DESIRED DELIVERY: _____ SEE DETAILS ELSEWHERE IN DOCUMENT _____
8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE.
9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.

FOLD HERE-->

VENDOR PHONE NUMBER:
 FAX NUMBER:

TITLE

DATE

SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3.
 (MUST BE SIGNED)

NAME OF BIDDER
 (TYPED OR PRINTED)

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED: A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND; B. BID FILLED OUT IN PENCIL; AND C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</p> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES. UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

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<p>21. NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS. UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION. ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> 1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR 2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR 3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY. 			

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1 BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:

BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:
 OFFICE OF STATE PURCHASING
 P O BOX 94095
 BATON ROUGE LA 70804-9095

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:

OFFICE OF STATE PURCHASING
 CLAIBORNE BUILDING, SUITE 2-160
 1201 NORTH THIRD STREET
 BATON ROUGE, LA 70802

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

 PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.

ATTENTION:

RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC OR ON STATE PURCHASING'S AGPS BIDDERS LIST. ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.

2 TERMS AND CONDITIONS. THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE COMMODITIES HEREIN. ANY VENDOR CONTRACTS, FORMS, TERMS OR OTHER MATERIALS SUBMITTED WITH BID MAY CAUSE BID TO BE REJECTED.

3 PREFERENCE. IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

DO YOU CLAIM THIS PREFERENCE? YES_____

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SPECIFY LINE NUMBER(S) : _____

SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED: _____

(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)

DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE? YES _____ NO _____

IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA BUSINESS WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?

YES _____ NO _____

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

- 4 CANCELLATION
THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.
- 5 METHOD OF AWARD: IT IS THE INTENT OF THE STATE OF LOUISIANA TO AWARD THIS CONTRACT ON AN ALL-OR-NONE OR GROUPED BASIS AS DEEMED IN THE BEST INTEREST OF THE STATE. OTHERWISE, ITEMS WILL BE AWARDED SEPARATELY. THE STATE FURTHER RESERVES THE RIGHT TO REJECT INDIVIDUAL ITEMS FROM ANY ALL-OR-NONE OR GROUPED AWARD, TO REJECT ANY OR ALL BIDS, AND TO WAIVE INFORMALITIES.
- 6 ANY ORDERS RESULTING FROM THIS SOLICITATION WILL BE PAID WITH NEW FY FUNDS, IF APPROPRIATED BY THE LEGISLATURE. DELIVERY CANNOT BE MADE PRIOR TO JULY 1 AND YOUR BID PRICES MUST BE FIRM FOR ACCEPTANCE AND DELIVERY ACCORDINGLY.
- 7 ALL ART, COLOR SEPARATIONS, FILM, NEGATIVES, TAPES, FLOPPY DISKS, SPECIAL PLATES AND DIES ARE TO BECOME THE PROPERTY OF THE STATE OF LOUISIANA. SUCCESSFUL VENDOR IS TO FORWARD THESE TO THE AGENCY UPON COMPLETION OF THIS JOB.
- 8 OVERRUNS AND UNDERRUNS-UNDER ORDINARY CONDITIONS, THE STATE OF LOUISIANA WILL APPROVE AN UNDERRUN OR OVERRUN NOT TO EXCEED:

UP	TO	50,000	-	10%
50,001	TO	100,000	-	8%
100,001	TO	300,000	-	4%
300,001	TO	500,000	-	3%
500,001	AND	OVER	-	2%
- 9 QUALITY OF WORKMANSHIP AND STOCK-ALL ARTICLES FURNISHED AND WORK DONE MUST BE OF A FIRST CLASS QUALITY. THE USE OF POOR TYPE, POOR PRESSWORK OR THE USE OF A DIFFERENT COLOR OF INK FROM THAT ORDERED,

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INFERIOR BINDING, INFERIOR QUALITY OR MIS-MATCHED PAPER STOCK, A
LESSER GRADE OF PAPER THAN THAT ORDERED, OR ANY OTHER DISCREPANCIES
WILL BE SUFFICIENT CAUSE FOR THE REJECTION OF THE WORK AND FOR REFUSAL
OF PAYMENT UNTIL THE CONTRACT CONTROVERSY IS RESOLVED.

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	UNLESS SPECIFIED ELSEWHERE SHIP TO: DEPARTMENT OF REVENUE TAXPAYER SERVICES DIVISION 617 N 3RD ST RECEIVING DOCK BATON ROUGE , LA 70802				
00001	COMMODITY CODE: 966-16-000000 PRINTING OF FORM R-1029, STATE OF LOUISIANA SALES TAX RETURN, PER THE ATTACHED SPECIFICATIONS AND SPECIAL CONDITIONS. QUANTITY SHOWN REPRESENTS THE ESTIMATED REQUIREMENTS FOR THE 12-MONTH PERIOD FROM JULY 1, 2006, THRU JUNE 30, 2007. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED TO INCREASE OR DECREASE THE QUANTITY BY NO MORE THAN 20%, AT THE SAME PRICE. THE VENDOR WILL BE RESPONSIBLE FOR PRINTING VARIABLE FIELDS OF INFORMATION ON TO A QUANTITY OF FORMS EACH MONTH. THE INFORMATION TO BE PRINTED IN THE FIELDS WILL DIFFER ON EACH FORM. THE VARIABLE INFORMATION WILL BE PRINTED ONLY ON THE FRONT PAGE. FOR THE MONTHS OF JULY AND AUGUST THE INFORMATION WILL BE SUPPLIED TO THE VENDOR BY THE FIRST OF EACH MONTH ON A 3480-COMPRESSED/IDRC CARTRIDGE. BEGINNING IN SEPTEMBER, THE ACCOUNTS MAY BE SENT BY FILE TRANSFER PROTOCOL (FTP) METHOD. IF THERE IS AN ADDITIONAL CHARGE TO ACCEPT A FTP, THE COST MUST BE INCLUDED IN THE BID. THE QUANTITY TO BE IMAGED WITH VARIABLE FIELDS OF INFORMATION WILL BE APPROXIMATELY 776,000 (ITEM 1) FOR THE CONTRACT YEAR. THE DEPARTMENT MUST RECEIVE THE IMAGED FORMS BY THE FIFTEENTH DAY OF EACH MONTH (UNLESS MUTUALLY AGREED UPON BY BOTH THE LA DEPARTMENT OF REVENUE AND THE SUCCESSFUL BIDDER). ALL QUOTES SHOULD INCLUDE THE COST OF SHIPPING. IN ADDITION, APPROXIMATELY 25,000 NON-	776	M		

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	<p>IMAGED FORMS PER QUARTER (ITEM 2) ARE TO BE SHIPPED TO THE DEPARTMENT WITH THE IMAGED FORMS.</p> <p>QUANTITIES: ITEM 1 - APPROXIMATELY 776,000 IMAGED FORMS - 50,000 FOR 8 MONTHLY PERIODS AND 94,000 FOR 4 QUARTLY PERIODS.</p> <p>ITEM 2 - 100,000 NON-IMAGED (BLANK FORMS) 25,000 PER QUARTER.</p> <p>** NOTE ** PRICE FOR LINE #1 IS TO INCLUDE IMAGING AND BAR CODING OF FORMS. PRICE FOR NON-IMAGED FORMS IS TO BE QUOTED ON LINE #2.</p> <p>DATE OF DELIVERY: JULY 15, 2006 FOR THE FIRST MONTH OF THE CONTRACT PERIOD, AND THE 15TH DAY OF EACH SUCCEEDING MONTH FOR THE REMAINDER OF THE CONTRACT PERIOD.</p> <p>PAPER: 24# OCR WHITE BOND (100% WOOD PULP PAPER), WITH A THICKNESS OF 0.0046" OR EQUIVALENT SUBJECT TO OUR APPROVAL. THERE SHOULD BE NO FLUORESCENT ADDITIVES OR WATERMARKS AND A ZERO RAG CONTENT. THE BACKGROUND REFLECTANCE AND THE PAPER OPACITY RATIO MUST BE 80% OR MORE. THE FINISHED PAPER SIZE SHOULD BE 8-1/2"X11" SHEETED, PRINTED ON BOTH SIDES. DIRT COUNT MUST NOT EXCEED 10 PARTS PER MILLION. DIRT MATERIAL LESS THAN .007" IN DIAMETER AND REFLECTANCE OF MORE THAN 50% IS ACCEPTABLE. THE PAPER GRAIN MUST RUN LENGTH OF THE PAPER (OR GRAIN LONG).</p> <p>INKS: READ INK- PMS BLACK (NON-MAGNETIC INK) REFLECTIVE INK (OCR)- FLINT J-19410 (RED OR SIMILAR COLOR) INK SCREENED AT 90%. THE INK MUST REFLECT AT LEAST 85% OF THE BACKGROUND ON WHICH THE INK IS PRINTED. FORM TO BE PRINTED FRONT AND BACK WITH BOTH INKS.</p> <p>MAIL SORT: THE VENDOR WILL DELIVER THE IMAGED AND THE NON-IMAGED FORMS TO 617 N 3RD ST., BATON ROUGE, LA 70802. CONTACT PHONE NUMBER IS 225-219-2100.</p>				

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	<p>THE FORMS SHOULD BE SORTED ACCORDING TO THE MAIL-SORT CODE SUPPLIED ON THE CARTRIDGE.</p> <p>UNIT SIZE: APPROXIMATELY 2,200 IMAGED FORMS PER UNIT, BOXED TO PREVENT CURLING WARPING, OR BENDING OF THE FORMS. THE NON-IMAGED FORMS SHOULD BE SHRINK-WRAPPED IN UNITS OF 500 AND THE BOXES MARKED THAT THEY CONTAIN NON-IMAGED FORMS. THE BOXES SHOULD BE MARKED (E.G. 1 OF 20, 20 OF 20, ETC.)</p> <p>SOFTWARE CARTRIDGE: A SOFTWARE CARTRIDGE CONTAINING CERTAIN FIELDS OF INFORMATION WILL BE DELIVERED TO THE VENDOR ON THE FIRST DAY OF EACH MONTH. THESE FIELDS OF INFORMATION WILL BE ADDED TO THE FORMS, ONE OR MORE TIMES. SPECIFIED FIELDS WILL USE OCR-A FONT. THE FIELD DESCRIPTIONS; (NAME, START POSITION, LENGTH, DATA TYPE, LINE AND COLUMN LOCATION, AND IF OCR-A) WILL BE FURNISHED WITH THE TEST CARTRIDGE. A TEST SOFTWARE CARTRIDGE WILL BE SUPPLIED TO THE VENDOR BY MAY 18, 2006.</p> <p>VARIABLE BAR CODE: VENDOR WILL BE REQUIRED TO PRINT A "3 OF 9 BAR CODE" ON EACH INDIVIDUAL FORM WHEN THE VARIABLE FIELDS OF INFORMATION FROM THE CARTRIDGE ARE PRINTED ONTO THE FORM. THE CARTRIDGE CONTAINING THE VARIABLE FIELDS OF INFORMATION TO BE APPLIED TO THE FORMS WILL ALSO CONTAIN THE INFORMATION FROM WHICH EACH BAR CODE WILL BE CONSTRUCTED. THE BAR CODE IS TO BE PRINTED IN INVERTED LANDSCAPE FORMAT AND APPLIED IN THE VERTICAL BLANK AREA ALONG THE LEFT SIDE OF THE FACE OF THE FORM. THE WIDTH OF THE BAR CODE WILL BE 1/2". THE LENGTH WILL BE 22 CHARACTERS (INCLUDING THE STOP AND START CHARACTER) AT 6.5 CPI. THE BAR CODE WILL START AT LEAST 1" FROM THE TOP OF THE FORM, AND BE AT LEAST 1/4" FROM THE LEFT SIDE OF THE FORM AND AT LEAST 1/4" FROM THE PRINTED MATTER TO RIGHT SIDE OF THE VERTICAL BLANK SPACE. A BAR CODE FILE DESCRIPTION AND EXAMPLES WILL BE SUPPLIED TO THE VENDOR. TEST COPIES OF THE FORM MUST HAVE THE "3 OF 9 BAR CODE" PRINTED IN THE REQUIRED</p>				

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	<p>POSITION, IN ADDITION TO ALL OF THE OTHER VARIABLE FIELDS OF INFORMATION THAT ARE REQUIRED TO BE PRINTED ON THE TEST COPIES.</p> <p>** THE BAR CODE MUST BE CLEAN (NO SPOTS OR MISSING/PARTIAL LINES). **</p> <p>A POSTNET BAR CODE, WHICH IS SUPPLIED TO THE VENDOR ON THE CARTRIDGE, WILL BE PRINTED IN THE DESIGNATED AREA ON THE FORM.</p> <p>COPY: INITIAL COPY WILL BE SUBMITTED TO THE SUCCESSFUL BIDDER BY MAY 2, 2006 OR BY A DATE MUTUALLY AGREED UPON BY THE LOUISIANA DEPARTMENT OF REVENUE AND THE SUCCESSFUL BIDDER. A TEST CARTRIDGE, TO BE USED FOR TESTING, WILL BE SUPPLIED MAY 18, 2006. CAMERA-READY COPY, COLOR SEPARATIONS, AND A MACINTOSH DISKETTE USING THE "PAGEMAKER" OR QUARK APPLICATION WILL BE PROVIDED. IF FINAL COPY IS DEPENDENT ON LAW CHANGES ENACTED BY THE LEGISLATIVE SESSION, DRAFTS OF EACH POSSIBLE VERSION WILL BE PROVIDED. IF COPY HAS TO BE REVISED BECAUSE OF THE LAW CHANGES THE SUCCESSFUL BIDDER WILL NOT BE REQUIRED TO MEET THE DEADLINES IN THE SPECIFICATIONS. THE SUCCESSFUL BIDDER WILL BE PROVIDED WITH A NEW SCHEDULE OF DEADLINES AS DETERMINED BY THE DATES OF THE LEGISLATIVE ACTION. BIDDERS SHOULD LIST ANY UP-CHARGE FOR HANDLING ADDITIONAL VERSIONS OF COPY.</p> <p>PREPARING ADDITIONAL VERSIONS:</p> <p>\$ _____/PAGE</p> <p>ALTERATIONS AFTER BLUE LINE PROOFS:</p> <p>\$ _____/PAGE (TYPESET, PAGE PREP & NEW NEGATIVE)</p> <p>PROOF SAMPLES: PRIOR TO PRINTING THE TEST FORMS, THE VENDOR IS REQUIRED TO PROVIDE THE DEPARTMENT WITH THREE COMPLETE SETS OF PROOFS. THE PROOFS SHOULD BE SUBMITTED BY MAY 23 OR BY A DATE MUTUALLY AGREED UPON BY THE LOUISIANA DEPARTMENT OF REVENUE AND THE SUCCESSFUL BIDDER. THE PROOFS SHOULD CONTAIN AN</p>				

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	<p>ACETATE OVERLAY SHOWING THE AREAS WHERE THE FLINT J-19410 (RED OR SIMILAR COLOR) INK, SCREENED AT 90%, WILL BE POSITIONED. PROOFING TIME REQUIRED BY THE DEPARTMENT WILL BE A MINIMUM OF FIVE DAYS.</p> <p>TEST FORMS: AFTER APPROVAL OF PROOF AND PRIOR TO FINAL PRINTING, THE VENDOR MAY BE REQUIRED TO SUPPLY 1,000 PRINTED TEST FORMS ON OR BEFORE JUNE 10 OR BY A DATE MUTUALLY AGREED UPON BY THE LOUISIANA DEPARTMENT OF REVENUE AND THE SUCCESSFUL BIDDER. THE TEST FORMS MUST BE PRINTED WITH ALL THE VARIABLE DATA AND THE IMAGED INFORMATION, WHICH IS PROVIDED ON THE TEST CARTRIDGE. THIS DATA MUST BE PRINTED IN THE DESIGNATED AREAS. THE TEST FORMS SHOULD BE SENT TO: THE DEPARTMENT OF REVENUE, COMMUNICATIONS SECTION, ATTENTION: JEANNIE RASMUSSEN, 617 N 3RD ST, BATON ROUGE, LA 70802. TEST TIME REQUIRED BY THE DEPARTMENT WILL BE A MINIMUM OF FIVE DAYS.</p> <p>EQUIPMENT: FORMS WILL BE SCANNED ON HIGH-SPEED SCANNERS. THE FORMS WILL BE INSERTED USING A PITNEY BOWES FLOW MASTER FX SERIES. THE FORMS TO BE PROCESSED ON THE PITNEY BOWES SHOULD BE PACKAGED IN SEQUENTIAL ORDER ACCORDING TO BARCODE. THE SEQUENCE MUST READ FROM LOW TO HIGH, WITH THE HIGH NUMBER ON TOP WHEN THE BOX IS OPENED. THE FORMS MUST BE PACKAGED IN A UNIFORM MANNER WITH ALL FORMS FACING THE SAME WAY.</p> <p>BAR CODE: THERE WILL BE A SECOND "3 OF 9" BAR CODE LOCATED AT THE LOWER-LEFT FRONT AND BACK OF THE FORM. THE BAR CODE MUST BE IN THE SAME LOCATION ON EACH FORM. THIS BAR CODE IS HARD-CODED AND DOES NOT CONTAIN VARIABLE INFORMATION.</p> <p>FORM NUMBER: VENDOR MUST GUARANTEE THAT THE FORM NUMBERS AND THE REFERENCE MARKS, LOCATED AT THE BOTTOM OF THE FORM, WILL BE IN THE EXACT LOCATION AS FAR AS COLUMN AND LINE NUMBER. THE FORM NUMBER AND THE REFERENCE MARK WILL BE PART OF THE</p>				

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	<p>COPY.</p> <p>SCAN LINE: A SCAN LINE THAT IS UNIQUE TO EACH TAXPAYER IS TO BE PRINTED IN A SPECIFIC POSITION AT THE BOTTOM OF THE TAX FORM. THE SCAN LINE'S CLARITY AND CHARACTER MUST BE 100 PERCENT READABLE ON THE HIGH-SPEED SCANNERS 95 PERCENT OF THE TIME.</p> <p>COPY CHANGES: SINCE COPY CHANGES TO THE FORM MAY OCCUR BECAUSE OF LEGISLATIVE CHANGES, THE VENDOR SHOULD SCHEDULE PRINTING OF FORMS IN QUARTERLY SEGMENTS SO NO MORE THAN ONE QUARTERLY UNIT OF FORMS IS PRINTED AT A TIME. VENDOR IS REQUESTED TO SPECIFY THE LEAD-TIME TO PRINT REVISED COPY AND ANY ADDITIONAL CHARGE TO PRINT THE REVISED COPY THAT MAY OCCUR AS A RESULT OF LEGISLATIVE CHANGES DURING A QUARTERLY SEGMENT. THE PRICE QUOTED WOULD NOT INCLUDE THE COSTS OF IMAGING AND BAR-CODING, SINCE THESE FORMS WOULD REPLACE DISCARDED FORMS WHICH WERE NOT IMAGED OR BAR CODED, BUT WHICH WERE ORDERED AT THE ORIGINAL PRICE, WHICH INCLUDES THESE PROCESSES. VENDOR WOULD BE REQUIRED TO PROVIDE 1,000 TEST COPIES OF REVISED FORM. VENDOR WOULD RECEIVE REVISED COPY ON DISKETTE AND/OR CAMERA-READY COPY.</p> <p>REVISED COPY PRINT CHARGE:</p> <p>QUANTITY 65,000-100,000</p> <p>\$ _____/M</p> <p>QUANTITY 101,000-150,000</p> <p>\$ _____/M</p> <p>QUANTITY 151,000-250,000</p> <p>\$ _____/M</p> <p>LEAD-TIME TO PRINT REVISED COPY:</p> <p>_____ WORKING DAYS FROM RECEIPT OF APPROVED PROOF.</p> <p>CONFIDENTIALITY: THE SELECTED VENDOR MUST AGREE TO COMPLY WITH THE SECRECY</p>				

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	<p>RESTRICTIONS OF THE STATE TAX LAW. UNDER LOUISIANA REVISED STATUTE 47:1508, IT IS UNLAWFUL FOR ANYONE TO DIVULGE OR MAKE KNOWN IN ANY MANNER THE CONTENTS OR ANY PARTICULARS SET FORTH OR DISCLOSED IN ANY REPORT OR RETURN. THE PENALTIES IMPOSED FOR THE VIOLATION OF THESE REQUIREMENTS ARE ALSO SET FORTH IN THE LAW. ALL CARTRIDGES FURNISHED BY THE DEPARTMENT ARE TO BE RETURNED TO THE DEPARTMENT. MAILING COSTS ARE TO BE INCLUDED IN BID PRICES. NO TAXPAYER INFORMATION IS TO BE MAINTAINED ON THE VENDOR'S FILE.</p> <p>GUARANTEE: VENDOR IS TO GUARANTEE THAT HIS PRODUCT WILL BE OF SUCH QUALITY SO AS TO PROVIDE A REJECT RATE OF NOT MORE THAN ONE-HALF OF ONE PERCENT.</p> <p>LATE PENALTY: THE SUCCESSFUL BIDDER WILL BE SOLELY RESPONSIBLE FOR THE FINAL PRODUCT AND FOR MEETING ALL SCHEDULED DELIVERY DATES. USE OF A SUBCONTRACTOR FOR ANY PORTION OF THE PROCESSING WILL IN NO WAY AFFECT THE RESPONSIBILITY OF THE SUCCESSFUL BIDDER. IF THE SPECIFIED DELIVERY DATES ARE NOT MET BECAUSE OF ANY FACT OR CIRCUMSTANCE THAT IS OR WAS WITHIN THE CONTROL OF THE SUCCESSFUL BIDDER (INCLUDING DELAYS IN SHIPMENT), A LATE PENALTY MAY BE IMPOSED AT THE DISCRETION OF THE DEPARTMENT EVERY DAY THAT THE ITEM REMAINS UNDELIVERED. SUCH LATE PENALTY SHALL BE EQUAL TO ONE PERCENT OF THE BID AMOUNT, PER DAY. SUCH LATE PENALTY SHALL BE IN ADDITION TO ANY LIABILITY UNDER ANY BOND PROVISION CONTAINED IN THE ORDER.</p> <p>OTHER PENALTIES: THE SUCCESSFUL BIDDER WILL BE SOLELY RESPONSIBLE FOR THE FINAL PRODUCT AND FOR MEETING THE QUALITY, PRINTING, AND IMAGING SPECIFICATIONS. USE OF A SUBCONTRACTOR FOR ANY PORTION OF THE PROCESSING WILL IN NOW WAY AFFECT THE RESPONSIBILITY OF THE SUCCESSFUL BIDDER. THE DEPARTMENT MUST APPROVE THE SUBCONTRACTOR IF ANY PORTION OF THE PROCESSING IS SUBCONTRACTED. IF THE FORM CANNOT BE SCANNED BECAUSE THE QUALITY, PRINTING, OR IMAGING SPECIFIC-</p>				

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	<p>ATIONS WERE NOT MET, AND THE CAUSE OR CIRCUMSTANCE IS OR WAS WITHIN THE CONTROL OF THE SUCCESSFUL BIDDER, A PENALTY OF \$5,000.00 MAY BE IMPOSED AT THE DISCRETION OF THE DEPARTMENT ON THE VENDOR TO COMPENSATE FOR THE COST OF PROCESSING THE RETURNS THROUGH MANUAL INTERVENTION. SUCH PENALTY SHALL BE IN ADDITION TO ANY LIABILITY UNDER ANY BOND PROVISION CONTAINED IN THE ORDER AND IN ADDITION TO ANY LATE PENALTY THAT MAY ALSO BE IMPOSED.</p> <p>ATTACHED IS A "FILE DESCRIPTION" AND A "SCHEDULE OF EVENTS: A TENTATIVE SCHEDULE OF EVENTS".</p>				
00002	<p>COMMODITY CODE: 966-16-000000</p> <p>100,000 NON-IMAGED (BLANK FORMS)</p> <p>APPROXIMATELY 25,000 PER QUARTER TO BE SHIPPED TO THE AGENCY ALONG WITH THE IMAGED FORMS, AS DESCRIBED IN L00001.</p>	100	M		

File Description

File consists of a standard label cartridge containing a single file. Records are fixed length. Total record length is 337. Data is in EBCDIC format. Records containing postnet barcode are preceded by records that do not contain postnet barcode data (non-verifiable addresses). Each of these groups of records is in zip code sequence.

Record Description (Total Record Length is 337)

Field Name	Start Pos.	Length.	Data Type
Tax period	01	04	numeric
Type of return	05	03	alphanumeric
Account number	08	10	numeric
Frequency	18	07	alphanumeric
Owner name	25	35	alphanumeric
Trade name	60	35	alphanumeric
Mail address	95	35	alphanumeric
Mail City, ST	130	25	alphanumeric
Mail zip code	155	09	numeric
Location address	164	35	alphanumeric
Location City, ST	199	25	alphanumeric
Filler	224	01	space (not used)
Scan line	225	66	alphanumeric
Filler	291	01	space (not used)
Sequential document number	292	07	numeric (not used)
Tax literal	299	05	alphanumeric (not used)
3 of 9 bar code	304	22	alphanumeric
Postnet bar code	326	12	numeric

Print positions (based on 6 lines per inch (LPI) and 10 columns per inch (CPI))

Line	Column	OCR-A	Field
07	14		Location street address
08	14		Location City, ST
09	14		Type of return
09	37	yes	Account number
11	37		Postnet bar code
12	37		Owner name
13	37		Trade name
14	37		Mail address- street
15	37		Mail City ST Zip
18	22	yes	Filing period
18	28	yes	Frequency
65	11-76	yes	Scan line

Schedule of Events: A tentative schedule of events:

May 2, 2006	Vendor receives final copy
May 18, 2006	Vendor receives test cartridge for imaging
May 23, 2006	Department receives 3 complete sets of proofs.
June 10, 2006	Department receives test returns
July 1, 2006	Vendor receives monthly production cartridge for addressing returns
July 15, 2006	Department receives monthly imaged and 25,000 blank forms
August 1, 2006	Vendor receives monthly software cartridge for addressing returns
August 15, 2006	Department receives monthly imaged
September 1, 2006	Vendor receives quarterly software cartridge for addressing returns
September 15, 2006	Department receives quarterly imaged and 25,000 blank forms
October 1, 2006	Vendor receives monthly software cartridge for addressing returns
October 15, 2006	Department receives monthly imaged
November 1, 2006	Vendor receives monthly software cartridge for addressing returns
November 15, 2006	Department receives monthly imaged
December 1, 2006	Vendor receives quarterly software cartridge for addressing returns
December 15, 2006	Department receives quarterly imaged and 25,000 blank forms
January 1, 2007	Vendor receives monthly software cartridge for addressing returns
January 15, 2007	Department receives monthly imaged
February 1, 2007	Vendor receives monthly software cartridge for addressing returns
February 15, 2007	Department receives monthly imaged
March 1, 2007	Vendor receives quarterly software cartridge for addressing returns
March 15, 2007	Department receives quarterly imaged and 25,000 blank forms
April 1, 2007	Vendor receives monthly software cartridge for addressing returns
April 15, 2007	Department receives monthly imaged
May 1, 2007	Vendor receives monthly software cartridge for addressing returns
May 15, 2007	Department receives monthly imaged
June 1, 2007	Vendor receives quarterly software cartridge for addressing returns
June 15, 2007	Department receives quarterly imaged

If the 1st or the 15th fall on a holiday or weekend the due date will be the first business day following the holiday or weekend.